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DDI

20 April 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Report of Elimination of Inactive Records  
Within the Directorate of IntelligenceREFERENCE: HN   Elimination of Inactive Records,  
dated 24 February 1965

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1. Attached are memoranda reflecting the Directorate of Intelligence's progress in eliminating inactive records. I believe you will find that the reports reflect our continuing effort in maintaining an active records management program.

2. A review and updating of the Records Control Schedule is underway in the immediate Office of the DD/I. Consolidation of items identified in the present schedule is anticipated when this review is completed.

3. Five units of Roll-Out Conserv-a-File equipment have been purchased for the DD/I vault. Immediate improvement in filing procedures and use of space will be realized when these units are installed. In addition, the conserv-a-file installation will release seven units of open shelf filing for use by other Agency components.

4. A category in many Records Control Schedules which seems worthy of review is Top Secret log retention. While TS log storage is not a problem in the O/DD/I the point is raised to identify a category where significant savings in records holdings throughout the Agency seems possible. Acceptance of the general government-wide policy of a five year retention period for these logs, in place of the Agency's ten year requirement, would result in significant savings in the overall Agency records program.

Chief, Administrative Staff  
O/DD/I

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Attachments

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